



**UTAH DEPARTMENT OF HEALTH & HUMAN SERVICES
 CONTRACT AMENDMENT**

PO Box 144003, Salt Lake City, Utah 84114
 288 North 1460 West, Salt Lake City, Utah 84116

2226315
 Department Log Number

222700543
 State Contract Number

1. **CONTRACT NAME:** The name of this contract is 2022-2027 BeWise-Tooele Contract Amendment 1.
2. **CONTRACTING PARTIES:** This contract amendment is between the Utah Department of Health & Human Services (DEPARTMENT) and Tooele County Health Department (CONTRACTOR).

PAYMENT ADDRESS

Tooele County Health Department
 151 N Main St
 Tooele UT, 84074-2141

MAILING ADDRESS

Tooele County Health Department
 151 N Main St
 Tooele UT, 84074-2141

Vendor ID: 31718j
Commodity Code: 99999

3. **PURPOSE OF CONTRACT AMENDMENT:** The contract amount is being changed. The original amount was \$15,600. The funding amount will be increased by \$15,600 in federal funds. New total funding is \$31,200. Attachment A, effective 9/30/2022, is replacing Attachment A, which was effective 9/30/2021.

4. **CHANGES TO CONTRACT:**

1. The contract amount is being changed. The original amount was \$15,600. The funding amount will be increased by \$15,600 in federal funds. New total funding is \$31,200.
2. Attachment A, effective 9/30/2022, is replacing Attachment A, which was effective 9/30/2021.

UEI: GMHTDPH2Q2M7

Indirect Cost Rate: 0%

Add

Federal Program Name:	Centers for Disease Control and Prevention	Award Number:	5 NU58DP006652-05-00
Name of Federal Awarding Agency:	Centers for Disease Control and Prevention	Federal Award Identification Number:	NU58DP006652
Assistance Listing:	WELL-INTEGRATED SCREENING AND EVALUATION FOR	Federal Award Date:	7/1/2022

	WOMEN ACROSS THE NATION (WISEWOMAN)		
Assistance Listing Number:	93.436	Funding Amount:	\$15600

All other conditions and terms in the original contract and previous amendments remain the same.

5. EFFECTIVE DATE OF AMENDMENT: This amendment is effective 09/30/2022
6. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:
 - A. All other governmental laws, regulations, or actions applicable to services provided herein.
 - B. All Assurances and all responses to bids as provided by the CONTRACTOR.
 - C. Utah Department of Health & Human Services General Provisions and Business Associate Agreement currently in effect until 6/30/2023.
7. This contract, its attachments, and all documents incorporated by reference constitute the entire agreement between the parties and supersedes all prior written or oral agreements between the parties relating to the subject matter of this contract.

Contract with Utah Department of Health & Human Services and Tooele County Health Department, Log # 2226315

IN WITNESS WHEREOF, the parties enter into this agreement.

CONTRACTOR

STATE

By: *J. R. Coombs* *10-5-22*
Jeff Coombs Date
Health Officer

Tracy Gruber *10/9/2022*
By: _____ Date
Tracy Gruber
Executive Director, Department
of Health & Human Services

APPROVED AS TO FORM:

Colin R. Winchester *11/01/2022*
Colin R. Winchester
Deputy Tooele County Attorney

James A. Welch *11/21/22*
James A. Welch
Tooele County Manager

Attachment A
Tooele County Health Department
BeWise Program
September 30, 2022 – September 29, 2023
FY22 Special Provisions

I. PARTIES

- A. This contract is between the Utah WISEWOMAN (BeWise) Program acting by and through the Utah Department of Health, hereinafter referred to as "DEPARTMENT," and the Tooele County Health Department, and hereinafter referred to as "SUB-RECIPIENT." Together the DEPARTMENT and the SUB-RECIPIENT shall be referred to as the "Parties."

II. DEFINITIONS

- A. BeWise means Utah's WISEWOMAN Program
- B. WISEWOMAN means the Centers for Disease Control and Prevention (CDC) Well-Integrated Screening and Evaluation for Women Across the Nation Program.
- C. CDC means federal Centers for Disease Control and Prevention.
- D. SUB-RECIPIENT means the Tooele County Health Department as also defined and described in the Utah Department of Health's General Provisions in effect until 6/30/2023
- E. Health Behavior Support Services means health coaching, Self-Monitored Blood Pressure, Medication Therapy Management, Weight Watchers, Medication Therapy Management, etc.
- F. Health Coaching means a collaborative patient-focused approach to prepare patients to take responsibility for their health and well-being.
- G. Screening means collecting all anthropomorphic and laboratory values as directed and entering them into the data collection system.
- H. Data Collection System means the system the SUB-RECIPIENT uses to collect and submit required program data to the BeWise Program.
- I. Community Health Resources are community assets (or a very similar term), available to the community, which are used to improve the quality of life among individuals and the community as a whole (i.e., walking trails, gyms, food security, financial health, etc.). These accessible resources provide opportunities to build, transform, and improve the lives of individuals along with the community.

III. BUDGET & PAYMENTS

- A. The DEPARTMENT agrees to reimburse the SUB-RECIPIENT up to the maximum of **\$15,600.00** for expenditures in accordance with the requirements described in Section V and Attachment B budget.
- B. Funds can only be used as follows:
 - 1. Up to \$15,600 is available to be reimbursed for providing Health Coaching to at least 95% of women of the 65 women who receive BeWise screening and in accordance with criteria described in the BeWise Program Policy Manual, travel to and from clinic locations, participation at the BeWise FY23 Annual Conference, monthly conference calls, and face-to-face meetings, and complete onboarding training for new staff.

IV. BILLING

- A. The DEPARTMENT agrees to reimburse the SUB-RECIPIENT for staff time to complete the health coaching for at least 95% of the women who receive BeWise screening.
- B. The DEPARTMENT agrees to reimburse the SUB-RECIPIENT for staff time documented and submitted on the Monthly Expenditure Report (MER) and is contingent on demonstrated progress in providing health coaching to clients screened.
- C. The DEPARTMENT agrees to send a copy of the completed services to the SUB-RECIPIENT.

V. SERVICES & RESPONSIBILITIES

- A. WISEWOMAN Screening Services
 - 1. The SUB-RECIPIENT shall provide WISEWOMAN screening services to at least 95% of contracted screening numbers.
 - 2. The SUB-RECIPIENT shall collect all required information for 100% of women receiving WISEWOMAN screening services.
 - 3. The SUB-RECIPIENT shall ensure that program policies are followed.
 - 4. The DEPARTMENT shall provide the SUB-RECIPIENT a written copy of policies.
 - 5. The DEPARTMENT shall provide the SUB-RECIPIENT a Clinical Monthly Report.
 - 6. The DEPARTMENT shall provide the SUB-RECIPIENT a list of providers contracted to provide follow-up services.
 - 7. The SUB-RECIPIENT shall recruit providers in their community to offer follow-up services.
- B. Health Coaching

1. The SUB-RECIPIENT shall hire and retain adequate staff to complete the required health coaching sessions, provide group classes, develop and sustain community partnerships and navigate women to appropriate community events and lifestyle programs.
2. The SUB-RECIPIENT shall provide health coaching to 95% of women in the SUB-RECIPIENT's district who are enrolled in the WISEWOMAN Program.
3. The SUB-RECIPIENT shall ensure that a minimum of 80% of women referred to a lifestyle program or health coaching participate in the program. Participation is defined as attendance at more than a session of a lifestyle program or health coaching.
4. The SUB-RECIPIENT shall submit a plan to promote program enrollment to potential participants to help the SUB-RECIPIENT reach contracted numbers.
5. The SUB-RECIPIENT shall collect and enter all health coaching data into the electronic data collection system provided by the DEPARTMENT.
6. The SUB-RECIPIENT staff review health assessment questionnaire in the electronic data collection system and use that information and the screening values to help clients set health goals
7. The SUB-RECIPIENT shall use Motivational Interviewing to assess the client's readiness to change, personalize the client's risk, increase client's self-efficacy in changing behavior, motivate clients to make changes, address barriers to behavior change, set goals, and follow-up with clients to provide support and encouragement and provide and link clients to resources that support the goals that the client sets.
8. The SUB-RECIPIENT shall ensure that at least one health coach has completed the WellCoaches training or a similar approved training on Motivational Interviewing and health coaching.
9. The SUB-RECIPIENT shall submit the certificate of completion to the WISEWOMAN Lifestyle Program Specialist. The health coach, who completed Wellcoaches or similar approved training, will serve as the master trainer and provide training to other staff members.
10. The SUB-RECIPIENT shall submit a professional development plan for staff providing health coaching to BeWise participants.
11. The SUB-RECIPIENT shall ensure that clients are linked to community resources
12. The SUB-RECIPIENT shall ensure that clients set a goal in one of the following priority areas: Nutrition, Physical Activity, Smoking Cessation, or medication adherence for hypertension.
13. The SUB-RECIPIENT shall refer women to the appropriate lifestyle programs.
14. The SUB-RECIPIENT shall provide women with tobacco cessation resources and shall refer women to the Utah Tobacco Quitline when applicable.

15. The SUB-RECIPIENT shall provide clients with resources and tools to help the clients reach the goals that are set.

C. Community Resources

1. The SUB-RECIPIENT shall maintain current partnerships and negotiate low-cost gym memberships with local recreation centers for women that receive program services.
2. The SUB-RECIPIENT shall develop a plan to collect and monitor the uptake of community resources that address the needs of participants in the program.
3. The SUB-RECIPIENT shall maintain a list of resources in their community to address the physical, emotional, and financial needs of clients (physical activity, food security, finance, mental health, etc.).

D. Conference Calls/Communications

1. The SUB-RECIPIENT shall participate in Quarterly Conference Calls for Lifestyle Intervention hosted by the DEPARTMENT. Calls schedule: TBD.
2. The SUB-RECIPIENT agrees to designate at least one staff member who will participate in a monthly call with the DEPARTMENT.
3. The SUB-RECIPIENT agrees to meet in-person and via conference call to collaboratively improve program processes with the DEPARTMENT and other WISEWOMAN SUB-RECIPIENTS.

E. Training

1. The DEPARTMENT agrees to provide training and technical assistance when requested by the SUB-RECIPIENT, or as needed.
2. The DEPARTMENT agrees to conduct yearly site visits with SUB-RECIPIENT, a date to be determined by both parties.
3. The SUB-RECIPIENT shall participate in at least one (1) site visit with the Utah Department of Health BeWise program staff.
4. The SUB-RECIPIENT staff shall obtain, at their own expense, at least 5 hours of applicable professional education training (2 hours must be on Motivational Interviewing) during the contract year, via any method that fits staff schedules (telehealth, online courses, webinars, and conferences). This will be reported to the Lifestyle Intervention Specialist by September 30, 2023.
5. The DEPARTMENT agrees to forward professional development opportunities to the SUB-RECIPIENT.
6. The SUB-RECIPIENT staff shall attend BeWise FY23 Annual Conference, date and location: TBD.

F. Non-Federal Funding Match

1. The SUB-RECIPIENT shall maintain a \$3:\$1 Non-Federal Match in the amount of \$5,200. This amount is the required ratio of cost-sharing. The SUB-RECIPIENT must be able to account separately for stewardship of the federal funding and any required matching; it is subject to monitoring, oversight, and audit.
 - a. The information included in the description of match includes a source of the match, amount of match, type of match, method of establishing the value of noncash match, method of documentation of actual match received, how the match is tied to services or activities that directly benefit the WISEWOMAN Program.
 - b. Appropriate match may include: donated staff time or professional development provided by partners, donated membership to health/wellness facilities, donated materials or literature on heart health, contributions to the cost of mailing, donated media time for public education, awareness, and to promote WISEWOMAN, uncompensated time providers/staff/volunteers spend in WISEWOMAN training and advisory meetings.
 - c. Matching funds **cannot** include: services assisted or subsidized by the Federal government, the indirect or overhead costs of an organization.

VI. REPORTS

- A. The SUB-RECIPIENT shall submit quarterly progress reports in Catalyst which details the progress made on the agreed upon activities by December 16, 2022; March 17, 2022, June 16, 2023 and October 13, 2023.
- B. The SUB-RECIPIENT shall submit documentation of non-federal match by October 30, 2023.
- C. The DEPARTMENT agrees to provide and maintain an electronic data collection system.
- D. The SUB-RECIPIENT shall submit an organization chart that details individuals involved in providing BeWise Program services
- E. The SUB-RECIPIENT shall identify one point of contact to communicate with the DEPARTMENT monthly.
- F. The SUB-RECIPIENT shall notify the DEPARTMENT of new staff offering program services, before new staff begin offering services.
- G. The SUB-RECIPIENT shall submit to the DEPARTMENT a plan of action to correct items identified as medium and high risk by November 30, 2022.

H. The SUB-RECIPIENT shall submit to the DEPARTMENT a plan of action to reach screening and health coaching requirements by October 30, 2022.



Tooele County Council Agenda Item Summary

Department Making Request:

Health

Meeting Date:

Ratification 4/1

Mark Options That Apply:

Grant
1-time

Contract
1 yr. or less
Exp date: _____

Purchase

Grant
With County Match

Contract
More than 1 yr.
Exp date: _____

Budget Impact:

In Budget
 Over Budget

Amount of Contract, Service, Grant: \$ 15,600

Item Title: Be-Wise

Please answer the who? what? when? why?

Utah Department of Health contract amendment effective September 30, 2022 for \$15,600. Contract provides for health management for women in the community. Contract is renewed annually.

List who needs copies when approved: Health Department has signed copies